



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist Trainee [Classified Non-Competitive]			Salary \$41,230.15
Posting Number 50-17	Position Number 009650; 044285; 068433	Number of Positions 3	Posting Period * From: 3/9/2017 To: 3/23/2017
Location: Office of Vital Statistics & Registry 369 S. Warren Street, 5th floor Trenton			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Trainee reports to the Administrative Analyst 4 and provides assistance in the planning, development and implementation of on-site and webinar training to OVSR staff and municipal registrars including but not limited to OVSR orientation, mandated Initial Certified Municipal Registrar course, recertification courses and vital record databases courses. Training courses need to be developed as text documents and translated into powerpoint format and post training manuals or other learning materials for reference by the local registrar offices, Federal officials, other State Registrars and OVSR staff. Liaison to 565 local registrar offices (1500+ registrars) to interpret OVSR policy, procedures and NJ State statutes regarding certified copy issuance, birth, death and domestic status event inquiries to ensure consistent application of rules between registrars. This includes providing tutorials on, or providing remedies for existing technical issues and security needs for OVSR electronic vital record systems (VIP and EDRS). Reviews and monitors, remotely and via field visit, municipal registrar on-going operations, staffing, training, certification and websites to ensure compliance with OVSR policies, procedures, regulations and State statutes. Remedial training will be identified and provided as needed to address deficiencies. Research new and existing policies, procedures, regulations and State statutes to create or update forms, fact sheets, and OVSR website to be used for assisting and training OVSR staff and municipal registrars. This includes analyzing written materials and providing recommendations for action as related to the operations (both current and planned) for OVSR.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting #50-17 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**